



# Form Instructions

## Report Of Direct Campaign Expenditures: Schedule ATX.1

*(Previously Independent Expenditures not by a Candidate)*

This report must be filed by persons (as defined at City Code, Section 2-2-2(17), which includes corporations and political action committees) other than a candidate, or a candidate's campaign committee, who make direct campaign expenditures exceeding \$500 in aggregate for the purpose of promoting the election or defeat of any candidate(s) or the passage or defeat of any ballot measure(s) in a City election.

Per City Code, Section 2-2-31(c), a direct campaign expenditure is defined as:

1. an expenditure for an electioneering communication or for express advocacy as those terms are defined in City Code Article 4; and
2. an expenditure on behalf of, or opposing the election of, a candidate, if:
  - a. The expenditure is made independently of the candidate and the candidate's campaign committee; and
  - b. the expenditure is made:
    - i. without prior consent, cooperation, strategic communication, or consultation between the candidate, the candidate's campaign staff, the candidate's campaign committee, or an agent or employee of the candidate or the committee, and the person or entity making the expenditure, or that person's agent or employee; and
    - ii. without prior sharing of material information regarding the communication's content, intended audience, timing, or method of dissemination between the candidate, the candidate's campaign staff, the candidate's campaign committee, or an agent or employee of the candidate or the committee, and the person or entity making the expenditure, or that person's agent or employee.

A person or entity must file this report with the City Clerk each time the aggregate \$500 expenditure threshold is met. The filing of one Report of Direct Campaign Expenditures does not excuse the filing of a subsequent report each time the threshold is met. Per City Code, Section 2-2-32(C), timely filing of this report is as follows:

1. If the expenditure is made before the 60th day before the date of the election, this report must be filed with the City Clerk no later than the fifth business day after the date of the expenditure.
2. If the expenditure is made on or after the 60th day before the date of the election and before the ninth day before the date of the election, this report must be filed with the City Clerk no later than the second business day after the date of the expenditure.
3. If the expenditure is made on or after the ninth day before the date of the election, this report must be filed with the City Clerk no later than 5 p.m. on the first business day after the date of the expenditure.

Please note that the City's reporting requirement for reporting of direct campaign expenditures does not supersede, modify or replace any reporting requirements established by the Texas Ethics Commission (TEC). Individuals, committees, or corporations who file an ATX.1: Report of Direct Campaign Expenditures with the City may be subject to additional reporting requirements as established by the TEC. It is incumbent upon the filer to be aware of and comply with all reporting requirements for direct campaign expenditures as established by governing bodies external to the City.



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### Electronic Filing of Schedule ATX.1 Data

All direct campaign expenditures disclosed on the ATX.1: Report of Direct Campaign Expenditures must be reported electronically. The City Clerk's Office has created a fillable PDF form in which to record the required information. The form should be delivered to the City Clerk's Office electronically on a flash drive. For the ATX.1, submitting a correctly completed fillable PDF form to the City Clerk fulfills the requirement to provide a structured data file. Fillable PDF forms must be received by the City Clerk in the provided format. Printed and scanned, or otherwise modified, copies of the fillable PDFs will render the data unreadable and the City Clerk will be required to reject the submitted data. Email submission of the fillable PDFs is not permitted.

Required fields are highlighted in red below. Failure to complete a required field will result in the data file being rejected by the City Clerk.

Per City Code Section 2-2-26, the City Clerk will reject data files that do not comply with formatting and data consistency requirements. Acceptance of a paper form does not indicate acceptance of the data file. For each report filed, a validation report will be generated and provided to the filer within one business day, indicating acceptance or rejection of the data file.

### Page 1: Filer or Committee Information

- 1. Filer or Committee Name:** The filer's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). For Individuals, check the box next to "Filer is an individual". *The Filer or Committee Name field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
- 2. Filer or Committee Address:** The mailing or street address of the filer, committee or organization that made the direct campaign expenditures itemized, whichever is applicable.
- 3. Committee Treasurer Name:** The full name of the committee's treasurer, if applicable.
- 4. Committee Treasurer Address:** The mailing or street address of the committee's treasurer, if applicable.
- 5. Report Date:** The date the report was filed. Enter all dates in the format yyyyymmdd. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

### Page 2: Affidavit

- 6. Affidavit:** This field requires a notary seal. Upon receipt of the fillable PDF, the City Clerk will print and notarize a paper copy of the form.

### Page 3 - Expenditure Information

- 1. Payee Name:** The payee's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). For Individuals, check the box next to "Payee is an individual". *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
- 2. Payee Address:** The payee's street or mailing address, including city, state and zip code.



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### 3. Expenditure Details: For each expenditure, the following information must be provided:

- a. **Category:** The category code of goods, services, or other thing of value for which an expenditure is made. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
- b. **Expenditure Amount:** The amount of the payment. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
- c. **Description:** If the Category is "Other," a description of the category of goods, services, or other thing of value for which an expenditure is made.
- d. **Expenditure Date:** The date on which the payment was made. Enter all dates in the format yyyyymmdd. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

### 4. Candidates and/or ballot measures supported or opposed: For each candidate, officeholder, or ballot measure supported or opposed by each direct campaign expenditure, the following information must be provided. Filers must report at least one candidate/ballot measure supported or opposed:

- a. **Candidate or Measure Name:** For ballot measures supported or opposed, the name of each measure. For candidates or officeholders, the last name of each individual supported or opposed by the expenditure. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
- b. **Candidate First Name:** The first name of each candidate or officeholder supported or opposed by the expenditure, if applicable.
- c. **Office Sought:** The office sought by each candidate or officeholder supported or opposed by the expenditure, if applicable.
- d. **Office Held:** The current office held by each officeholder supported or opposed by the expenditure, if applicable.

To add additional expenditures, click the "Add Another Expenditure Page" on the lower left-hand side of the form.